

JITENDRA SAINI

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CAREER OBJECTIVE

A motivated and detail-oriented **B.Com Graduate** with a strong mix of on-site infrastructure execution, material/logistics support, and computer proficiency. Seeking an On-Roll position as **Team Member / Executive** within Goldcrest Cement to effectively manage site utilities, logistics operations, and digital documentation.

CORE EXPERTISE & SKILLS

- Site Infrastructure & Utility Supervision
- Environmental & Dust Control Compliance
- Computer Proficiency (MS Office & Web Basics)
- Logistics & Colony Management
- Administrative Documentation & Data Logging
- Cross-Functional Team Coordination

PROFESSIONAL EXPERIENCE

Sales Executive – Shree Narmada Building Materials, Narmadapuram, Madhya Pradesh

Roles & Responsibilities:

- Visited dealers, distributors, retailers, contractors, and builders across Narmadapuram and nearby areas to promote cement products and achieve monthly sales targets.
- Generated new business opportunities, managed order bookings, coordinated product deliveries, maintained strong customer relationships, followed up on payments, and submitted daily sales reports to the Area Sales Manager.

Infrastructure & Utility Support Executive (Site Operations)

PMC - KHD Humboldt Wedag (at Goldcrest Cement Project, Neemuch)

- **Colony & Facility Administration:** Overseeing day-to-day administrative management, sanitation tracking, and essential logistics at the workers' residential colony.
- **Utility Water Distribution Control:** Monitoring reliable industrial/domestic water lines and actively supporting technical teams during critical maintenance and network adjustments.
- **Environmental Compliance:** Planning and coordinating continuous water sprinkling schedules across plant roads for effective dust suppression and regulatory adherence.
- **Workforce Resource Management:** Streamlining the systematic distribution and management of pure RO drinking water infrastructure across the plant site for over 2,000 personnel.
- **Project Documentation:** Maintaining rigorous daily logs, field observations, and reporting structures under the guidance of the Service Supervisor.

Service Advisor

Mahindra Showroom

- Managed incoming technical customer queries, diagnostic scheduling, and customer service requests.
- Maintained digital logs of parts alignment, vehicle status, and coordinated with technical workshop heads to optimize customer satisfaction.

EDUCATION

- **Bachelor of Commerce (B.Com)** | Recognized University, Graduated in 2023
- **12th Standard (Commerce)** | Recognized School Board, 2020

- **10th Standard** | Recognized School Board, 2018

COMPUTER PROFICIENCY

- **Applications:** Advanced knowledge of MS Office (Word, Excel, PowerPoint), Internet research, and digital database logging.

- **Technical Concepts:** Completed a foundational project in Web Development (HTML/CSS architectures) in 2022.

DECLARATION

I hereby declare that all the information provided above is true and correct to the best of my knowledge and practical field experience.

(JITENDRA SAINI)
